S850/2
Subsidiary Information
and Communication
Technology
PRACTICAL PAPER
Paper 2
2 hours

Uganda Advanced Certificate of Education (UACE)

RESOURCEFUL -MOCK PRACTICAL EXAMINATIONS 2016

Subsidiary ICT

Paper 2

(PRACTICAL)

2 Hours

INSTRUCTIONS TO CANDIDATES

Attempt only **three** questions

You are provided with the support files from where you must pick the required data

Each candidate will require a new formatted 3.5" or a CD, or a Flash disk diskette of high density.

Create a folder on hard disk drive c bearing your name and class. Save all your attempted questions in the above folder

Each candidate must produce a hard copy for each of their work to accompany the CD

Software help wizards must not be used.

1. Word processing software

In this activity, you will work on a document about the acceptable use of digital and ICT devices

(a) Using a suitable software package, load the file **document xy.rtf** [1 mark]

(b) Use a dotted underline and apply it on the heading acceptable use of digital and ICT devices. [1 mark]

(c) Drop cap the first character of the word school at the beginning of the first paragraph by three lines. [1 mark]

(d) Convert paragraph two into two columns with a line in between with 2cm spacing. [2 marks]

(e) Insert page numbers center aligned in the footer using A, B, C number format. [1 mark]

(f) Insert a printed water with the text **Subsidiary ICT in schools** in size 38, and red font color which is not transparent. [2 marks]

(g) Insert page break after the first paragraph. [1 mark]

(h) Make the *background* of the text on page two to green. [1 mark]

(i) Set paper size to A5 for the whole document and print a copy of your work. [2marks]

(j) Set all margins to 2 centimeters for the entire document. [1 mark]

(k) Find an image of a file image100.jpg from the support files place it on the first page below the first paragraph on the left margin. [2 marks]
Re-size the image to a height of 5 cm and maintain the aspect ratio. [1 mark]

(l) Apply page boarder on the first page only. [1 mark]

(m) Save the document, with a new name, ICT policy. [1 mark]

(n) Place in the header your full name and random number left aligned and the footer today's date right aligned. [2 marks]

2. Spreadsheet software

(a) You are going to perform some bookkeeping work for the business called **my retail shop.csv**

(b) Using a suitable software package, load the file **my retail shop.csv**.

(c) *All currency values should be in Uganda Shillings with the UGX sign visible.* [1 mark]

(d) Type the following labels in the column A cells.
Total sales in the A15, Highest sales in the cell A16, Lowest sales in the cell A17, Average Sales in the cell A18, Count of "VERY GOOD" in the cell A19, Count of items having price "<>1200"in the cell A20, Total Commission of "GOOD" in the cell A21,.

(e) Type the label SALES in the cell D1, COMMISSION in the cell E1 and REMARKS in the cell F1. [1 mark]

(f) Calculate the value of **sales**. [1 mark]

(g) Calculate **Total sales** at the bottom of sales column in line with **Total Sales** label. [1 mark]

(h) Calculate the *highest sales, lowest sales, average sales.* [3 marks]

(i) Using the table below calculate the *commission* given to salesman for each item sold, depending on the sales value of each item in column E. [2 marks]

SALES	COMMISSION
Less than 200,000	3% of Sales
200,000 to 500,000	5% of Sales
Above 500,000	8% of Sales

(j) Remarks are decided based on sales column.   [2 marks]

Sales	Remarks
Less than 200,000	FAIR
200,000 to 500,000	GOOD
Above 500,000	VERY GOOD

(k) Turn the worksheet to the formula view and capture it using a screen shot. Insert a copy of this screen shot into the evidence document and save it in your folder as evidence document.   [1 mark]

(l) Insert a row at the top of the worksheet and enter the heading "SALES REPORT 200X". Centre the heading across your data. Apply a *double underline*, a blue font colour and font size 23.   [2 marks]

(m)   Count of remarks = 'VERY GOOD'.   [1 mark]

(n)   Count the number of items having the price other than 1200.   [1 mark]

(p)   Sum the Commission for remarks = GOOD.   [2 marks]

(s)   Insert your names as the header; include *current date and time* in the footer and then save your Workbook as your retail shop and produce a printout of your work.   [2 marks]

3. Database Software

a) Using a suitable database package, load the file **YK canteen.mdb**

b) (i) Use the appropriate data types for the table1 making the "Telephone number" as the primary key. Save the new database as "**Staff record**".   [2 marks]

     (ii) Set an input mask for the DoB field as dd-mm-yyyy.   [1 mark]

c) Sort the records in the table in descending order of the surnames.   [1 mark]

d) Create a form containing all the fields from the table and save it as "**form data**". [4 marks]
- Fill the form background with a light colour of your choice.
- Field names red clour bold
- Data red colour bold
- Insert your last name and random number in the form footer and first name in the form header.

e) (i) Using all the fields from the table, create a query showing the female employees with surname beginning with letter 'A' or 'W' and save it as **YK_female staff_names**.   [3 marks]

     (ii) Create a query to return all members whose ages are equal or greater than 40 years. Save it as aged staff.   [4 marks]

f) Create a report showing the Surname, Name, Sex and the Telephone number of the employees. The report should have the following.   [4 marks]
- Has a page orientation of landscape
- Font color of field names red.
- Has your name and random number in the center of the footer. With font color red and size 14
- Save your report as **YK report** and print this report.   [1 mark].

4. **Presentation Software**

You are now going to create a short presentation about the importance of sports *in the school*

(a)   Create a 5 slide presentation as follows:

Title slide: Enter the text **importance of sports in schools** as the title for the slide. And your **name and your role on sports committee** as a subtitle for the slide.   **[2 marks]**

Slide II: Enter the text benefits from participating in sports as the title for the slide Import the file **document200.RTF as an object** placing the text as notes for the slide and give the object a light color background of your choice.   **[2 marks]**

Slide III: Enter the text sports **activities** as the title for the slide Import the file **document201.RTF as an object** placing the text as notes for the slide and give the object a texture background of your choice. **[2 marks]**

Slide IV: Enter the table below got from the previous Inter-House Competition Results displaying the number of points that each of the three houses (Luwangula, Africa and Agakhani)in the school got in the three major sports mentioned above.   **[2 marks]**

Sports activities	Luwangula	Africa	Agakhan
Foot ball	50	80	30
Netball	56	75	35
Basketball	45	85	35
Table tennis	25	93	78
Cycling	44	62	35

Slide V: Use the results from the table above and draw a labeled column chart.   **[2 marks]**

(b)   Use the master slide and set it in the following.   **[3 marks]**
 • insert the image **image201.JPG** place it in the top right corner, and the image **image202.JPG at the bottom right corner of the slide**
 • The scale height of the image should be 6% and the aspect ratio should be maintained

(c)   In the footer section, insert your random number in the right Corner.   **[2 marks]**
 • automatic slide numbers on the left.
 • automatic date and time in the center

(d)   Apply a suitable slide background, animations and transitions. The transition should run on both mouse click and automatically after two seconds.   **[3 marks]**

(e)   Print a handout of all slides scaled to one page.   **[1 mark]**

(f)   Save your work as "Sports".   **[1 mark]**

5. *Publishing software*

In this question you are going to make certificate of completion to be awarded to participants who attended the community ICT skills training workshop for two weeks, organized by LUBABU secondary School and XYZ Organization as funders.

(a).   Using an appropriate software create a blank layout   **[2 marks]**

(b)   Find some of the text to be used in the **document.RTF** and insert it into your certificate. Make sure the text is center aligned.   **[2 marks]**

(c)   Insert the logo of the image from the file **image 200.jpg** place it in the appropriate position of your certificate. Adjust the size of the image to 2 cm maintaining the aspect ratio tight wrap it.   **[3 marks]**

(d)   Enter the text **"Certificate of Completion"** as the name of the document. Center the text, use the font colour and place it in the appropriate location.   **[2 marks]**

(e)   Insert a dotted line for the name of participant placing it in the appropriate position of your document.   **[1 mark]**

(f)   Use the Address: **P. O. Box 01 kakooge,** Telephone **0777001122.**   **[1 mark]**

(g)   Use relevant signatories for your certificate, period of the workshop and venue. Place them in the appropriate locations of your document.   **[3 marks]**

(h)   Create three page border lines of **12** points each with three different colors of your borders.   **[2 marks]**

(i)   Insert your name in the page footer.   **[2 marks]**

(j)   Print out a copy of the publication and save your work as certificate of completion.   **[2 marks]**